National Supplier Cutover
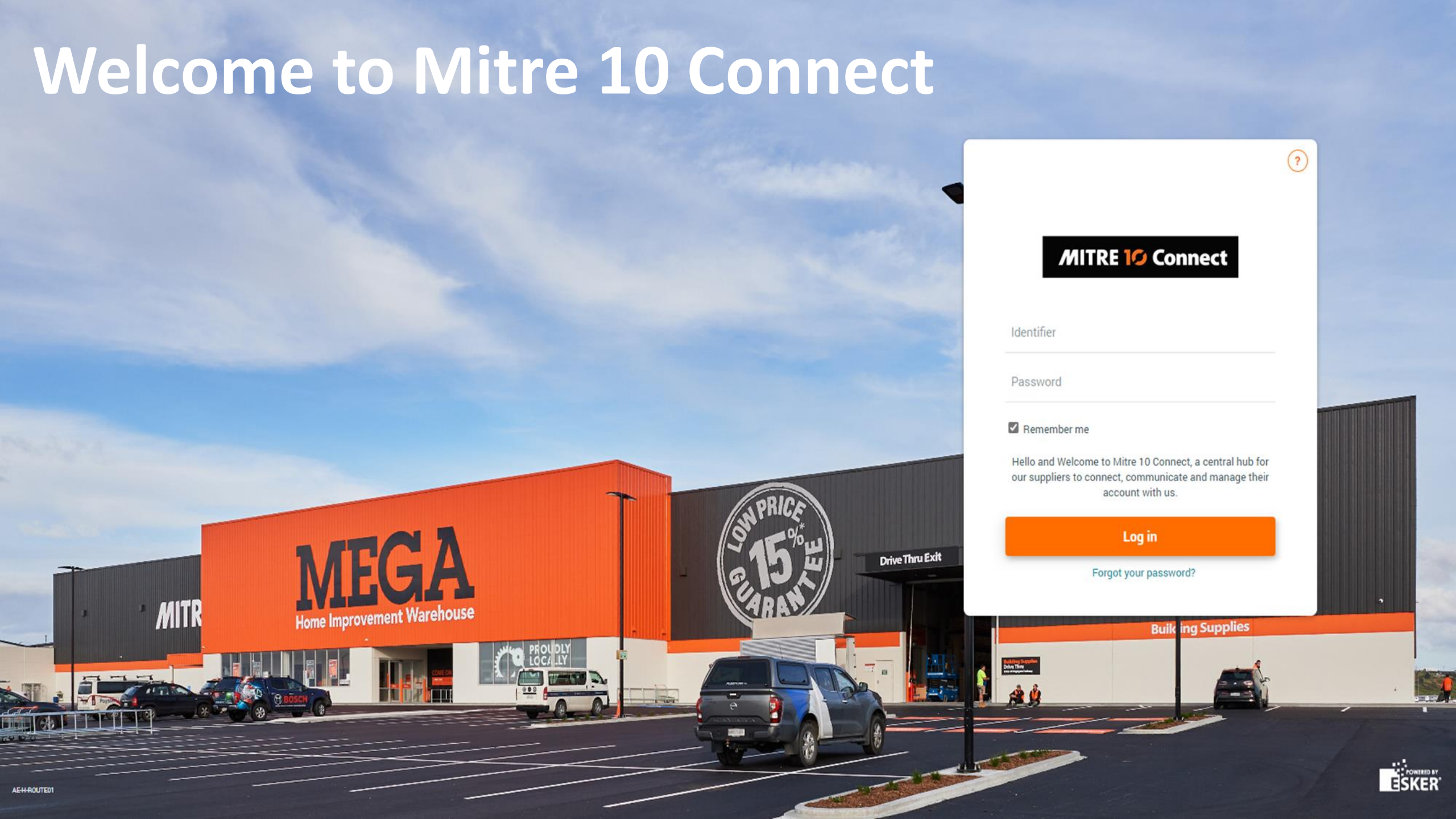
Mitre 10 Connect – Supplier Login user guide

September 2023

Welcome to Mitre 10 Connect

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# Logging in as the – Vendor Account Manager

Supplier (vendor) Contact Profiles

- You have been created as the **vendor account manager** for your organization
- This is an important role as it allows you to **manage and create new users** and assign their profile which will allow access and visibility to specific functions on the portal
- There are **4 profiles** which you can assign to the new user you create, depending on the role and visibility they require:

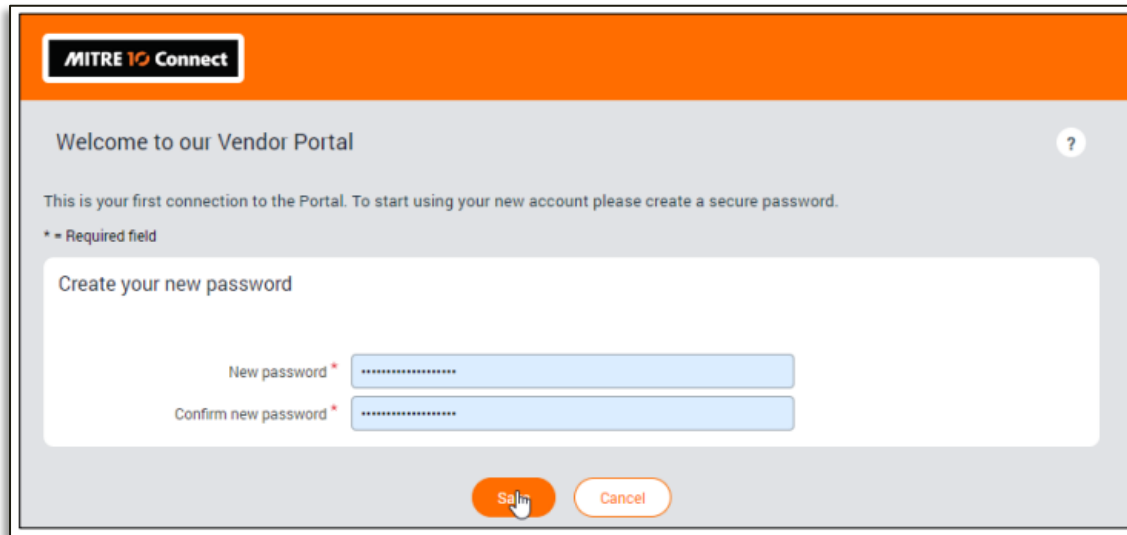| Profile	See Invoices they submit	See all invoices	See all orders	Add users for the same vendor
Vendor – Account Manager	Yes	Yes	Yes	Yes
Vendor – Invoicing Manager	Yes	Yes	No	No
Vendor – Order Manager	Yes	No	Yes	No
Vendor – Invoicing and Order Manager	Yes	Yes	Yes	No

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Welcome email

- You will receive a system generated email to inform you that "*Your account has been created*"
- This will contain your login credentials and the URL to the vendor portal
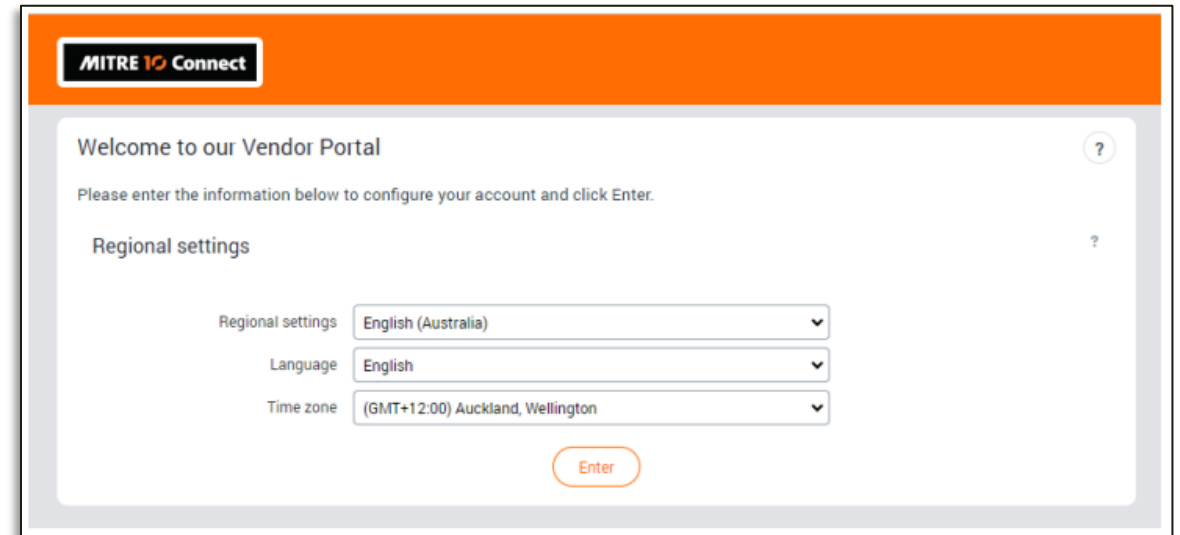 - ➢ **NB: This URL is unique to you – please bookmark this URL**
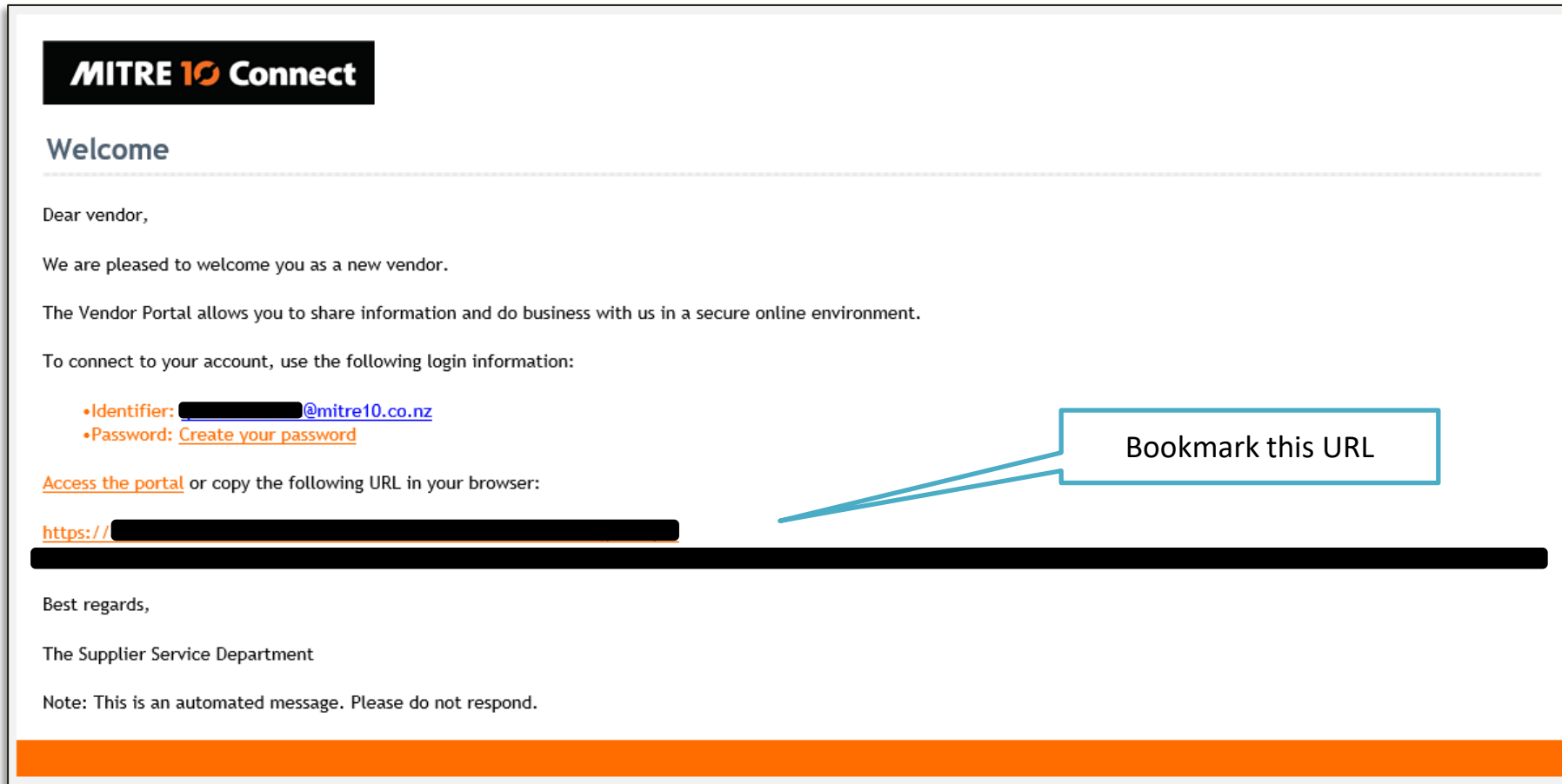
Password creation

- Click on the "Create your password" link, or the URL provided and follow the prompts to create your password:

- Select your regional and language settings

Dashboard (Landing page)

- The **Dashboard** is the landing page for the vendor portal workspace and provides a summary overview of all order and invoice transactions, high priority announcements and basic reporting information. The conversation overview provides a latest view of all email correspondence between the supplier and the M10 accounts payable support team, relating to orders and invoices.

- All counters (transactional data) will be **zero** until activity happens after logging in.